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**STAGE 2**

**ACADEMIC APPEAL FORM**

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| **Please ensure that you have read and understood the Academic Appeals Regulations and Part C: Procedure for Research Degrees, available at:** [**https://registry.southwales.ac.uk/student-regulations/academic-appeals/**](https://registry.southwales.ac.uk/student-regulations/academic-appeals/)  **This form should be submitted to the Student Casework Unit within 10 working days of the publication of your results, via:** [**studentcasework@southwales.ac.uk**](mailto:studentcasework@southwales.ac.uk) |

**YOUR DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First Name(s):** |  |
| **Student number:** |  | | |
| **Email address:** |  | | |
| **Telephone Number:** |  | | |
| **Course:** |  | | |
| **Faculty:** |  | | |

**COMMITTEE/BOARD AGAINST WHICH YOU ARE APPEALING**

|  |  |
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| **Is your academic appeal related to the outcome of the Faculty Research Degrees Committee or its Progress Board regarding progression or transfer?** |  |
| **Is your academic appeal in relation to the examination decision of the Research Degrees Committee?** |  |
| **Are you due to graduate at the next graduation ceremony?**  *(please refer to the guidance notes)* |  |

**GROUNDS FOR APPEAL: DECISION OF THE FACULTY RESEARCH DEGREES COMMITTEE OR ITS PROGRESS BOARD**

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| Ground A | There has been an administrative error |  |
| Ground B | Proper process has not been followed in relation to assessment of your progress |  |
| Ground C | An academic decision was not arrived at in accordance with the regulations of the course |  |

**GROUNDS FOR APPEAL: DECISION OF THE RESEARCH DEGREES COMMITTEE**

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| **Material procedural defect or irregularity which is relevant to the outcome of the academic decision** | | |
| Ground A | There were circumstances affecting your performance which the examiners were not aware of at the oral examination |  |
| Ground B | There is evidence of procedural irregularity in the conduct of the examination (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity |  |
| Ground C | There is evidence of unfair or improper assessment on the part of one or more of the examiners  *NB You may not otherwise challenge the academic judgement of the examiners* |  |

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| **Please detail why you feel you have grounds for appeal:** |
| *Please state what evidence you have attached that would support your claim* |

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| **Please detail what reasonable outcome or further action you are expecting:** |
|  |

**EVIDENCE**

|  |  |
| --- | --- |
| **Evidence attached in support of your appeal**  ***Please refer to guidance for information about third party evidence*** | |
| **Type of evidence:** | **Date of evidence:** |
| *e.g. letter, e-mail, written statement* |  |
| *e.g. letter, e-mail, written statement* |  |
| *e.g. letter, e-mail, written statement* |  |

**SPECIFIC REQUIREMENTS**

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| **Please outline any specific requirements you have for which reasonable adjustments may be needed:** |
| *For example, please note if you require correspondence to be in a specific font and/or size* |

**STUDENT SUPPORT**

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| **For many students the impact of a disability or medical condition on studies can be minimised with appropriate assistance. It is your responsibility to look after your health and emotional wellbeing and the University Wellbeing and Disability Service can provide confidential individual advice and support.**  **If you are currently NOT registered with the Wellbeing and Disability Service, and you believe that you have a medical condition or disability, which affects your ability to study, you MUST contact the Wellbeing and Disability Service to find out if there is any support available for you.**  **Further details on the Wellbeing and Disability Service can be found by visiting:** [**http://dds.southwales.ac.uk/**](http://dds.southwales.ac.uk/) **or** [**http://thewellbeingservice.southwales.ac.uk/**](http://thewellbeingservice.southwales.ac.uk/) |

|  |  |
| --- | --- |
| **Have you received support from any of the following services:** | |
| Disability Service | Yes  No  Prefer not to say |
| Wellbeing Service | Yes  No  Prefer not to say |
| Counselling Service | Yes  No  Prefer not to say |

**DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **I declare that the information given above, and any attached corroborating evidence, is accurate and true to the best of my knowledge.**  **I understand that this form, and the evidence submitted with it, will constitute part of the full case file, which will be made available to appropriate parties on request and shared in line with the relevant Communication Plan[[1]](#footnote-1)[1] and Privacy/Fair Processing Notice[[2]](#footnote-2)[2].** | | | |
| **Signed:** |  | **Date:** |  |

1. [1] Communication plans for each area of casework can be found here: <https://registry.southwales.ac.uk/student-regulations/> [↑](#footnote-ref-1)
2. [2] <http://uso.southwales.ac.uk/ig/dp/> [↑](#footnote-ref-2)